



# Student Affairs and College Counseling Supervision Agreement

\*Required from each site supervisor for each semester of internship (multiple semesters may be listed if site supervisor does not change).

This agreement aims to clarify the supervision process for, the Internship Site Supervisor \_\_\_\_\_ and \_\_\_\_\_, the CHRD Intern. The intern is currently a student in the Counseling and Human Resource Development Program at South Dakota State University, and enrolled in the CHRD 794: Internship course for the \_\_\_\_\_ semester of \_\_\_\_\_.

## Purpose of the Supervision

1. Monitor the welfare of students, clients, and/or programs assigned to the intern.
2. Ensure the intern's development of critical counseling and administrative competencies necessary to deliver effective services in a higher education setting.
3. Facilitate the intern's understanding of and compliance with [ACA](#) and [ACPA/NASPA](#) ethical guidelines.
4. Promote the intern's development of a strong professional identity as a professional college counselor and/or student affairs professional.
5. Assist the intern in fulfilling requirements of the internship class.
6. Facilitate the intern's readiness for professional roles in college counseling and/or student affairs.

## Context of Supervision Services

1. Provide at least one (1) hour of regularly scheduled individual supervision each week throughout the student's internship experience.
2. Offer additional supervision and consultation as needed.
3. Utilize a variety of supervision approaches and techniques (including but not limited to cognitive-behavioral methods, interpersonal process recall, role plays, review of video or audio tapes of counseling or advising sessions, etc.) to address developmental needs of the intern and provide meaningful feedback.

## Method of Evaluation

1. Provide ongoing, constructive feedback to the intern throughout the internship experience, and
2. Complete a comprehensive written evaluation with the intern at the middle and at the end of their internship experience.

## Duties and Responsibilities of Supervisor and Intern:

### Supervisor:

1. Create an environment that is sensitive to the developmental and personal needs of the intern.
2. Explain your expectations to the intern clearly.
3. Help the intern develop appropriate learning goals.
4. Strive to establish a supportive and trustful supervisory relationship.
5. Be attentive to power differentiation between the supervisor and the supervisee.
6. Provide a thorough orientation to the intern at the beginning of the internship.
7. Ensure that ethical guidelines and professional standards are maintained throughout the experience.
8. Closely monitor welfare of the intern's students and/or clients and intervene if students' welfare is at risk.
9. In a sensitive manner, challenge interns to develop clinical and administrative competencies essential to fulfill responsibilities of a professional college counselor or student affairs professional.
10. Instill in the intern the importance of continuing education in one's professional career.
11. Assist the intern in his or her transition from a dependent student role to an increasingly independent professional role.
12. Help the intern develop an appropriate level of professional confidence.
13. Provide the intern with the name and contact information of a designated professional with appropriate certification and work experience with whom the intern can consult in the absence of the supervisor.
14. Sign off on all relevant documentation.
15. Communicate any concerns or problems that may arise during internship to the university supervisor in a timely manner at (605) 688-4190.

### Intern:

1. Be cognizant of policies and procedures of their sites and follow them closely,
2. Use supervision sessions effectively by being prepared for and ready to process relevant issues and concerns,
3. Be open and forthcoming with the supervisor regarding any critical issues experienced at the site,
4. Actively seek and willingly implement the supervisor's feedback into one's work,
5. Be knowledgeable of and closely follow [ACA](#) and [ACPA/NASPA](#) guidelines and standards of practice,
6. Demonstrate a serious commitment to professional development by willingly engaging in a variety of opportunities offered at the site,
7. Carry out assigned professional responsibilities with the utmost care,
8. Consult immediately with the supervisor (in his/her absence consult with the designated alternative) and staff members in cases of emergencies.

This agreement is in effect from \_\_\_\_\_ to \_\_\_\_\_ and is subject to revision at any time, upon the request of the supervisor or the intern. Revisions will be made only with the consent of the intern and the approval of the supervisor. The CHRD internship committee reserves the right to object any change in the agreement that is in disagreement (or in violation) with the ethical guidelines set forth by the professional organizations ([ACA](#) and [ACPA/NASPA](#)) and/or CHRD policy and procedures.

We agree, to the best of our ability, to uphold the guidelines specified in this agreement and to conduct the supervisory relationship according to the ethical principles and the code of conduct of relevant professional organizations (i.e. [ACA](#) and [ACPA/NASPA](#)).

Intern Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Email \_\_\_\_\_

Site Supervisor Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Email \_\_\_\_\_